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Space, Missile, Command and Control

**PACAF OPERATIONAL SUPPORT AIRCRAFT
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction is implemented by AFD 13-2, Air Traffic Control, Air Space, Airfield, and Range Management. It establishes procedures for the effective utilization of PACAF operational support airlift (OSA) aircraft, which includes C-12, C-21, UH-1N, and C-135 aircraft. It is directive for all units performing the PACAF OSA mission and for organizations requesting airlift by PACAF OSA aircraft. This publication does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members. The reporting requirement in this directive (**Chapter 6**, paragraph **6.2.4.**) is exempt from licensing in accordance with paragraphs 2.11.10 and 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*.

SUMMARY OF REVISIONS

Numerous changes and revisions were incorporated in this edition. The most significant changes involved the re-alignment of 5AF OSA validation responsibilities from the 605 AOS/DOO to the 605 ASUS/LGT. Of the original 16 chapters, chapters 5, 6, 8, and 13 were consolidated into one, chapter 7 was made into an attachment, and chapter 12 was incorporated into chapter 4. All references to outdated contact numbers, charts, tables, procedures, regulations, etc. were updated and the PACAF Form 292, Operational Support Airlift (OSA) MILAIR Request was simplified into a one page format.

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Chapter 1

REFERENCE

1.1. Reference: This instruction is not intended to be a single source document for procedures contained in other directives or instructions but attempts to reference other pertinent directives and instructions where appropriate. Unless specifically addressed below, C-135 procedures will be IAW AFI 11-2KC-135 and command supplement (or future Air Force Instruction [AFI] 11-2CINC Support). This instruction follows the guidelines established in DoDD 4500.43, Operational Support Airlift (OSA) (effective date October 28, 1996) and DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel (effective date March 2, 1997).

Chapter 2

TERMS EXPLAINED

2.1. Operational Support Aircraft. Aircraft assigned to perform the operational support airlift mission IAW DoDD 4500.43 (Assignment code ZB applies to these aircraft; see AFI 16-402).

2.2. Operational Support Airlift (OSA) Mission. OSA missions are movements of high priority and official travel passengers and cargo with time, place, or mission sensitive requirements.

2.3. Training Mission. Mission(s) flown to meet the requirements of flying training directives controlled by the Operations Group Commander or Unit.

2.3.1. Dedicated Training Mission. Prescheduled training line that is included in the monthly schedule.

2.3.2. Critical Training/Evaluation Mission. Training deemed critical to maintain a qualified pilot force to operate the OSA program.

2.4. Required Use Traveler. Presidential or Secretary of Defense-designated traveler that requires the use of military aircraft due to one or more of the following: continuous requirement for secure communications, for security; or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel which makes commercial transportation unacceptable. Four star generals and/or flag officers are Required Use Travelers. The Secretary of Defense may designate other senior DoD officials as Required Use Travelers.

2.5. Emergency Airlift. Emergency airlift missions are those which involve:

2.5.1. Emergency deployment of forces. Self explanatory

2.5.2. Logistic support for emergency deployed forces. Self explanatory

2.5.3. Aircraft evacuation. Self explanatory

2.5.4. Medical evacuation. Self explanatory

2.6. Distinguished Visitor (DV). Foreign national colonel (or 0-6 equivalent rank) and higher, US Armed Forces 0-6 rank and higher, equivalent civilian status (GS/GM-15) and higher, or other persons specifically granted status by the direction of NAF/ CC, PACAF/CC or higher authority.

2.7. Mission Number. A number assigned by the scheduler for each approved mission.

2.8. Trusted Agent. An individual approved by the PACAF Inspector General, who arranges and coordinates transportation for Inspector General teams operating on no-notice visits.

2.9. Passengers, Dedicated. Passengers who have valid travel authorizations as prescribed by DoD 4515.13R and require transportation in the performance of official business. For determination of passenger status or exception, NAF Validators should consult their NAF transportation representative, and if needed, contact HQ PACAF/LGTT for final clarification.

2.10. Passengers, Other. Passengers eligible for travel in accordance with DoD 4515.13R who are selected by terminal operators to fill excess seats released after dedicated passenger requirements are satisfied.

2.11. Validator.

2.11.1. MAJCOM Level. An individual authorized by HQ PACAF to receive OSA aircraft transportation requests and assign mission tasking to PACAF OSA resources.

2.11.2. NAF Level. An individual authorized by the NAF HQ to receive OSA aircraft transportation requests and assign mission tasking to NAF OSA resources.

Chapter 3

PACIFIC AIR FORCES (PACAF) RESPONSIBILITIES AND POLICIES

- 3.1.** Own, operate and maintain OSA aircraft in accordance with applicable directives. (C-12, C-21 and UH-1N are maintained through CLS).
- 3.2.** Exercise operational control of all OSA aircraft assigned within PACAF. OPCON for UH-1Ns are delegated to 605 AOS/CC.
- 3.3.** Provide training and standardization/evaluation oversight for all assigned or attached aircrew members flying PACAF owned OSA aircraft.
- 3.4.** Monitor pilot manning for UH-1N/C-12/C-21/C-135 aircraft assigned to fly the PACAF OSA mission. HQ PACAF/DPAOR and HQ PACAF/DOIT will ensure all crewmembers have the appropriate training accomplished prior to the individual's report date.
- 3.5.** Support C-12/C-21 airlift requests on a cost-effective basis considering mission requirements and the priority/urgency of the airlift request.
 - 3.5.1. Determination of mission requirements will be made using the Priority, Urgency, Justification and Category (PUJC) codes specified in DoDD 4500.43. (See [Attachment 1](#)) Rank, grade, or position by itself, does not justify airlift support.
- 3.6.** Air and ground transportation resources within Korea will be used if possible, before positioning an aircraft based out of country into Korea solely for in country movement. C-21 missions will not be positioned in Korea to accomplish passenger movement solely between airfields in Korea unless:
 - 3.6.1. Specifically directed by NAF/CC or HQ PACAF/DO or higher.
 - 3.6.2. Support can be combined with other missions originating/terminating outside of Korea.
- 3.7.** Delegate C-12/C-21 tasking authority (except for local training, aircrew evaluations, and functional check flights) to the appropriate NAF for aircraft based in its area of responsibility. HQ PACAF will retain authority, however, to direct mission taskings in support of PACAF requirements. Requests will be approved by NAF/CC or HQ PACAF/DO with the following exceptions:
 - 3.7.1. Acting NAF/CC and acting HQ PACAF/DO may act as approving authority.
 - 3.7.2. AOG/CC may act as approval authority for emergency airlift.
 - 3.7.3. NAF/CC may delegate approval authority to NAF/DO or NAF/LG (or equivalent) for those flights, which are non-controversial and routine in nature. If delegated, this approval authority will be specified by supplement. HQ PACAF/DO delegates approval authority for non-controversial, routine flights to HQ PACAF AMOCC.
 - 3.7.4. The Operations Group Commander or Unit Commander, as determined by the Operations Group Commander, will exercise control of training missions and functional check flights.

3.8. PACAF agencies responsible for contingencies and wartime mobility deployment plans may include OSA aircraft in applicable plans. Plans will be coordinated through HQ PACAF/DOTT. Notify the appropriate NAF, Wing, and flying unit of plans impacting OSA operations.

3.9. Each NAF/CC with OSA C-12/C-21/UH-1N aircraft will designate an operational support airlift management office validator.

3.9.1. OSA MILAIR requests by PACAF agencies and personnel traveling within a specific or greater part of one NAF AOR will be forwarded to that NAF Validator for review and approval.

3.9.1.1. Exceptions:

3.9.1.1.1. Requests by Senior PACAF Officials (O-7 and above or civilian equivalents) require PACAF/CV approval. All such requests will be forwarded to HQ PACAF AMOCC Validator for review and approval coordination.

3.9.1.1.2. Requests by dual hatted PACAF personnel traveling on joint business and by Non-PACAF Senior officials should be requested through CINCPAC/J43 (DSN 477-1502/6671) for validation and component sourcing.

3.9.1.1.3. Requests within 13 AF AOR should be sent to 5 AF for validation.

3.9.2. Conflicts, which cannot be resolved at NAF level, will be forwarded to HQ PACAF/DO.

3.10. HQ PACAF AMOCC is designated as the HQ PACAF Operational Support Airlift Management Office Validator.

3.10.1. In addition to Senior PACAF Officials, OSA MILAIR requests for HQ PACAF personnel and personnel stationed outside of PACAF may be validated through the PACAF AMOCC.

3.10.2. All requests for C-135 airlift will be forwarded to the PACAF AMOCC for validation and approval. PACAF/CC is the final approval authority in allocation of C-135 resources.

3.10.3. HQ PACAF AMOCC may coordinate CONUS OSA support for PACAF general officers. NAF Validators should pass requirements to AMOCC by telephone/fax/email with as much advance notice as possible (DSN 449-4815, FAX DSN 449-4830).

Chapter 4

NAF (NAF EQUIVALENT) OSA VALIDATOR RESPONSIBILITIES AND POLICIES

4.1. The 605 ASUS/LG will assign airlift priorities/urgency codes and approve requests for UH-1 helicopter airlift within 5 AF. Control of local training, aircrew evaluation, functional check flights, and scheduling of helicopter airlift will be done by the 374OG through the 459AS/CC.

4.2. NAF Validators will:

4.2.1. Issue detailed instructions and formats to requesters for aircraft within their scheduling control.

4.2.2. Validate C-12/C-21 airlift requests on a cost-effective basis considering mission requirements and the priority/urgency of the airlift request.

4.2.2.1. Determination of mission requirements will be made using the Priority, Urgency, Justification and Category (PUJC) codes specified in DoDD 4500.43. (See [Attachment 1](#)) Rank, grade, or position by itself, does not justify airlift support.

4.2.2.2. Forward requests by Senior PACAF officials (O-7 and above or civilian equivalents) traveling on PACAF business to HQ PACAF AMOCC for PACAF/CV approval and validation.

4.2.2.3. Forward validated requests to the flying units for scheduling. In the event the flying unit cannot support a request the Validator or unit will ensure the requestor is notified of the non-support.

4.2.2.4. Keep a copy of each validated request for a period of two years. In addition, a copy of each validated DV request flown will be forwarded to HQ PACAF AMOCC on a monthly basis.

4.2.3. Assist in the preparation of directives for supporting exercise/contingency/wartime airlift requirements/operations and to support existing exercise/contingency/wartime operation plans. (See paragraph [3.8](#). above.)

4.2.4. If there is an alert commitment, complete required paperwork and notify required organizations.

4.2.5. Specify and maintain a monthly OSA Utilization Report for each flying unit for executive review and audit purposes IAW paragraph [9.1](#). of this Instruction.

4.3. NAF Validators should be cognizant of unit training requirements when processing OSA requests. Close cooperation between NAF Validators and operating units will ensure an optimum schedule to accommodate mission requests, training requirements, and meet flying time allocation constraints.

Chapter 5

AIRLIFT REQUEST PROCEDURES

- 5.1.** Airlift request procedures and policies for users are contained in [Attachment 2](#) to this Instruction.

Chapter 6

UNIT AIRLIFT SCHEDULING, PROCEDURES, AND POLICIES

6.1. Only after dedicated and critical training missions have been considered and aircraft availability determined will requested airlift support requirements be considered and scheduled. The DoD Priority, Urgency, Justification and Category (PUJC) codes, assigned by the OSA Validator, will be used to determine the scheduling precedence of each request.

6.1.1. In the event two requests of equal priority conflict with each other, the request with the earlier validation date-time group will take priority within the constraints of efficient use of OSA assets.

6.1.2. A dedicated training mission will not be canceled or used to support a routine airlift support requirement unless there is no impact to the scheduled training.

6.1.3. A priority 2 requirement can pre-empt a dedicated training mission.

6.1.4. A priority 2, urgency 4 or higher requirement may pre-empt a critical training mission with the concurrence of the AOS or AOG Commander, or their equivalent.

6.1.5. Priority 1 requests will be supported, within resource capability, regardless of time of submission.

6.1.6. Pre-emption of any scheduled support mission by a higher priority request requires the approval of the AOS or AOG Commander, or their equivalent. If pre-emption of a DV support mission is required, the scheduler will notify the NAF Validator, who in turn, will notify the NAF/DO and PACAF AMOCC as soon as possible.

6.2. Schedulers will:

6.2.1. Notify and coordinate final dates and times of scheduled support with each requestor.

6.2.2. Notify the NAF Validator and requestor of non-support or pre-emption as soon as it's known.

6.2.3. Notify the NAF Validator and PACAF AMOCC of any changes to scheduled DV support missions.

6.2.4. Provide a bi-monthly flying schedule of operational support and training missions to their NAF Validator.

6.2.5. Provide a monthly summary of missions flown to their NAF Validator IAW paragraph 9.1. of this Instruction.

6.3. Schedulers will NOT:

6.3.1. Dedicate a backup support aircraft to a requestor(s) unless directed by the PACAF/CC, NAF/CC, or PACAF/DO.

6.3.2. Dedicate an airlift support mission to a single user without approval from the NAF/DO (or equivalent).

6.3.3. Schedule airlift of fixed wing assets between aerodromes that are within two hours driving time.

6.3.4. Move forward scheduled C-12/C-21 departures within 18 hours of the scheduled departure time.

6.3.4.1. The 18-hour window includes two hours for preflight planning and briefing, twelve hours of crew rest, and four hours for mission/crew coordination by airlift operations personnel.

6.3.5. Add airlift missions to the published schedule no later than:

6.3.5.1. 18 hours prior to home station departure for missions with a flight duty period of 14 hours or less.

6.3.5.2. 30 hours prior to home station departure for missions scheduled away from home station for more than 14 hours and for which the first 12 hours of pre-departure crew rest has not been waived.

6.3.5.2.1. The 30-hour window includes two hours for preflight planning and briefing, 24 hours of crew rest, and 4 hours for mission/crew coordination by airlift operations personnel.

6.3.5.3. Exceptions: Airlift missions to fulfill urgent requirements approved by AOS or AOG Commander or higher authority, or airlift missions validated as Priority 1, may be added inside the 18 or 30 hour windows but must still allow for pre-departure crew rest.

6.4. Changes to Scheduled Missions:

6.4.1. Every effort must be made to avoid disrupting a scheduled mission once the requester has been notified of support. Schedulers, however, may make adjustments to scheduled missions within operational constraints and the guidelines of this instruction.

6.5. Changes to Missions in-progress:

6.5.1. All itinerary changes must be approved by the appropriate NAF Validator or unit operations.

6.5.1.1. Exceptions:

6.5.1.1.1. Changes to departure/arrival times may be directed by DV Code 4 or higher.

6.5.1.1.2. When assigned a dedicated support aircraft, PACAF inspection team chiefs are authorized to direct changes of itineraries necessary to accomplish their mission.

6.5.1.1.3. Deviations deemed necessary by the aircraft commander for reasons of safety of flight or emergencies are authorized.

Chapter 7

PASSENGER PROCEDURES AND GUIDANCE

7.1. Passenger procedures and guidance are contained in [Attachment 3](#) to this instruction.

Chapter 8

NAF AIRLIFT OPERATIONAL PROCEDURES AND POLICIES

8.1. NAFs will specify operational and training procedures for OSA airlift assets under their control by supplement. A copy of the procedures will be sent to the PACAF AMOCC.

8.1.1. 5 AF UH-1N

8.1.1.1. 5 AF Validator will specify helicopter passenger processing procedures by supplement.

8.1.1.2. 374 AW will specify unit training procedures approved by 605 AOS/CC.

8.2. Flight following of OSA aircraft will be accomplished through local command posts. Flight planning data may still be input into the AIMS/C2IPS computer system and passed to AMC's Global Decision Support System (GDSS) to insure that enroute stops are aware of passenger/cargo requirements and availability of space available seats.

8.3. Flying units will provide the PACAF flying hour manager (HQ PACAF/DOTT) with proposed out-year allotments based upon historical and forecast airlift and training requirements and maintenance capability. In addition, they will closely monitor C-12/C-21 flying hour utilization rates to maximize airlift support within approved limits to ensure flying hours are zeroed out as directed.

8.4. Additional documentation pertaining to airlift missions performed by support aircraft will be retained by the operating unit IAW AFMAN 37-139. This documentation will include as a minimum mission planning sheets and passenger/cargo manifests.

8.5. Eligibility for movement of passengers and cargo will be limited to the authorizations contained in DoD 4515.13R. Requests for clarification of provisions of this directive should be submitted through LGT command channels with information copy to AMOCC and HQ PACAF/DOTT.

8.6. Alert Requirements:

8.6.1. As directed by PACAF/NAF CCs.

8.7. Aircraft Configuration:

8.7.1. C-12/C-21 reconfiguration will be coordinated between operating units and NAF Validators. Exterior modification is not authorized without PACAF/DO/LG approval.

8.7.2. UH-1N helicopters will normally be configured for passengers. A capability will be maintained for installation of medical evacuation litters for emergency missions when patients are accompanied by qualified medical personnel.

8.8. Aircraft Clearances:

8.8.1. In accordance with CINCPACINST 3710.1 and PACAFI 13-201, buffer zone and sensitive area clearance requests will be forwarded for HQ PACAF/DO approval. Operating units/requesters will forward requests through NAF/DO (or equivalent) to AMOCC, to arrive at HQ PACAF a minimum of seven working days prior to date of flight. Each request will include:

8.8.1.1. Names/titles of passengers.

8.8.1.2. Purpose of flight.

8.8.1.3. Justification for use of C-12/C-21 over commercial airlift. Cost will not be sole justification.

8.8.1.4. Notice of classified documents/cargo to be airlifted.

8.8.1.5. Other airlift to be accomplished coincidental with proposed flight.

8.8.2. Aircraft and aircrew diplomatic and over-flight clearances will be the responsibility of the operating unit. For C-12/C-21 missions requiring short notice diplomatic clearance procedures, NAF Validators will advise AMOCC prior to the unit requesting diplomatic clearance.

8.8.3. When requesting a short notice diplomatic clearance, the following information is required: country and destination, entry/exit dates and geographical locations, justification for the flight, explanation of why time constraints listed in the USAF Foreign Clearance Guide were not met, name(s) and rank(s) of traveler(s), operating unit and aircraft call sign.

Chapter 9

REPORTS

9.1. Each OSA unit will prepare and submit a Support Aircraft Utilization Report in accordance with each NAF Validator. Sample format is at [Attachment 4](#). The purpose of this report is to manage aircraft utilization, justify aircraft assignment, and ensure information is available for executive review audits per DoDD 4500.43. (RCS: PAF-DOT(M)9707)

9.2. Suspension of reporting during contingency or emergency situations is authorized. Resumption of reporting will include a summary of activity occurring during the period of omission.

Chapter 10

REIMBURSEMENT FOR NON-DOD TRAVEL ON OSA

10.1. Under certain circumstances, OSA missions flown in support of non-DoD travelers are revenue missions. These missions require additional documentation so that DoD, through PACAF, can bill the non-DoD user for service provided. In brief, if a non-DoD agency requests airlift from DoD and airlift is approved, DoD should be reimbursed for providing this service. Missions are not reimbursable when a non-DoD traveler is invited by the appropriate commander and the invitation is approved through normal procedures.

10.2. The military agency, which acts on behalf of the non-DoD traveler to arrange transportation for OSA support, must provide the documentation needed to generate billings and provide this information to the NAF Validator for processing.

10.3. The non-DoD traveler must complete a certificate of acceptance of liability (sample in AFJI 24-503, formerly AFR 76-8) prior to flight. The military agency assisting the non-DoD traveler is responsible for obtaining this certificate of liability and forward it to the appropriate Validator before the mission. The Validator will identify reimbursable missions to the operating unit, who in turn, will forward two copies of the mission itinerary report (passenger manifest and actual itinerary flown) to the NAF Validator immediately following mission completion. The Validator will maintain a file copy of the document and forward originals to HQ PACAF/FM.

10.4. Once airlift is approved by DoD on a reimbursable basis as outlined in AFJI 24-503, the military agency acting for the requester must obtain a certificate of acceptance of liability from the traveler and forward to the appropriate Validator prior to the mission.

Chapter 11

SUPPLEMENT AND FORMS

11.1. NAF supplements to this instruction will be distributed as follows: HQ PACAF AMOCC, HQ PACAF/DOTT, HQ PACAF/LGT - 1; 605 ASUS, 605 AOS, 607AOG DOX, 611 OSF/OSR - 1; 51WG, 374AW, 18WG, 3WG, 15ABW and each operating unit with similar aircraft 1.

11.2. PACAF Form 292, Operational Support Airlift (OSA) Request. The purpose of this form is to request operational support airlift (OSA) and track missions until completion.

THOMAS C. WASKOW, Maj Gen, USAF
Director of Air and Space Operations

Attachment 1**PRIORITY, URGENCY, JUSTIFICATION AND CATEGORY CODES**

A1.1. Meeting the needs of many airlift requesters requires management of resources by use of the Priority, Urgency, Justification and Category Codes (PUJC) as specified in DoDD 4500.43 and listed below.

A1.2. Priority Codes.

A1.2.1. Priority 1 - Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

A1.2.2. Priority 2 - "Required Use" airlift, or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Considerations for making commercial transportation unacceptable may include time or delivery constraints, team travel restrictions, or security requirements. Missions cannot be supported by any other mode of travel.

A1.2.3. Priority 3 - Official business airlift which is validated to be more cost effective than commercial air travel when supported by military aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions.

A1.3. Urgency Codes.

A1.3.1. Urgency 1 - (Combat) Airlift of personnel or material in direct support of, or alerted for support of operational forces engaged in general war or national contingency operations.

A1.3.2. Urgency 2 - (Lifesaving or Operational) Airlift of personnel or material in direct support of lifesaving operations or operational forces deployed or preparing for mobilization.

A1.3.3. Urgency 3 - (Humanitarian) Airlift of personnel or materials in direct support of authorized and urgent humanitarian operations.

A1.3.4. Urgency 4 - (Critical) Airlift of personnel or material which, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

A1.3.5. Urgency 5 - (Priority) Airlift of personnel or material not fulfilling a higher urgency, but which would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other requests would not have adversely affected the unit requirements.

A1.3.6. Urgency 6 - (Routine) Airlift of personnel or material scheduled as part of an organization's daily/weekly routine or travel that is qualified on a cost effective basis but does meet the requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.

A1.4. Justification Codes.

A - Administrative
 B - Civil works
 C - Recruiting/Retention
 D - Medical Support
 E - Emergencies
 F - Fleet Support (General)
 G - Special Weapons/Components Movement
 H - Seabee Support
 I - Special Warfare Unit Support
 J - Research
 K - Morale/Displaced Homeport Visit/USO Tours/
 R&R/etc.
 L - Coast Guard Support
 M - ROTC
 N - Reserves

O - Joint Staff/OSD Staff Support
 P - Training
 Q - Material (Use Standard Cargo Codes in
 place of Category Codes when using this
 Justification Code)
 R - Maintenance
 S - Drug Enforcement/Task Force
 T - Mobilization/Demobilization
 U - CVAM Tasking
 V - HQ PACAF Tasking
 W - NAF (NAF equivalent tasking)
 X - Wing Tasking
 Y - (Not Used)
 Z - Other support, explain in appropriate
 remarks section

A1.5. Category Codes.

A - Meetings/Conferences (Including authorized spouse
 travel)
 B - Ceremonies
 C - Goodwill/Foreign Dignitaries (Including authorized
 spouse travel)
 D - Inspections/Investigations/Courts/Boards Hearings/etc.
 E - Legislative Affairs/Public Affairs
 F - Fleet Support (Deployed Unit at Sea)
 G - Fleet Support (Deployed Unit Ashore)
 H - Fleet Support (Ship OnLoad out for Deployment)
 I - Fleet Support (Ship Offload from Redeployment)
 J - Unit Deployment/Redeployment (other than Ship)
 K - Fleet Support (other)
 L - Educators/Military Academies

Q - Marine Research
 R - Wartime
 S - Exercise
 T - Unit Training (Active Units)
 U - Unit Training (Reserve Components)
 V - Test Flights
 W - Readiness Training
 X - Aviator Training
 Y - Ferry Flight (Aircraft or Aircrew)
 Z - Other (Provide explanation in remarks
 section)
 1 - Evacuation of Aircraft
 2 - Evacuation of Personnel
 3 - Aeromedical Evacuation (MEDEVAC)

M - Performers/Bands/Choirs/Drill Teams/etc.	4 - Other Evacuation
N - Research and Development	5 - Search and Rescue
O - DoD Contractors/Technician Support	6 - Medical Support (Organ/Tissue/Blood transfers)
P - Consultations and Appointments (Medical/Dental/Surgical)	7 - Graves Registration/Body Removal
	8 - Emergency Ordnance Disposal (EOD)
	9 - Disaster Relief/Other Crisis Relief

A1.6. Standard Cargo Codes when using 'Q' Justification Code.

A1.6.1. Ensure requesting agency includes a brief description of the cargo.

A1.6.2. Ensure dimensions, weight and special handling/transportation requirements are included. Dimensions are needed to ensure the aircraft is capable of placing the cargo through the entry doors and securing the cargo properly onboard. The weight is needed for critical takeoff and landing data computations.

A1.6.3. The crews will attempt to comply with the special handling requirements of any cargo. Requesting agencies will be advised that aircrews primary job is aircraft operations. Special handling requirements for cargo will be accomplished at the discretion of the Aircraft Commander.

A1.6.4. Cargo Codes.

A - Mail

B - Aircraft Spare Parts

C - Avionics Spare Parts

D - Aircraft Engines

E - Electronic Parts

F - Test Equipment

G - Ground Support Equipment

H - Video Equipment

I - Medical Equipment

J - Organizational Equipment

K - Maintenance Equipment/Tools

L - POL Products (ENSURE Packaging Requirements are met)

M - Explosives (ENSURE Transportation Requirements are met)

N - Weapons (ENSURE Transportation Requirements are met)

O - Weapon System Parts

P - Missiles (ENSURE Transportation Requirements are met)

Q - Chemicals (ENSURE Transportation Requirements are met)

R - Subsistence

S - Musical Instruments

T - Human Remains

U - Not Mission Capable-Supply (NMCS) item

V - Not Mission Capable-Maintenance (NMCS) item

W - Other Aviation Cargo

X - Other General Cargo

Y - Hazardous Cargo

Attachment 2

AIRLIFT REQUEST POLICIES AND PROCEDURES

A2.1. Applicability. This attachment supplements guidance contained in the basic regulation for agencies and personnel requesting/utilizing OSA aircraft. Dedicated passenger/airlift requesters must review and comply with guidance in the basic regulation and this attachment. PACAF OSA Validators and Flying unit schedulers must be familiar with the content.

A2.2. Requirements. Agencies requesting travel are responsible for obtaining area clearance for their personnel IAW the DoD Foreign Clearance Guide. Passports, visas, and immunization requirements are the responsibility of the individual traveler. Movement of personal property will be limited to the authorizations contained in DoD 4515.13R and AFI 24-101.

A2.3. Non-DoD and Foreign National Passengers. Non-DoD and foreign national travelers are generally not authorized transportation on DoD owned or controlled aircraft. Before requesting airlift support for non-DoD or foreign national passengers, requesters will obtain required travel authorization through transportation channels to the approval authorities as outlined in Chapter 10 of DoD 4515.13R. PACAF/CC is the approval authority for foreign national travelers in the grades of 0-7 and above, and civilian equivalents when the travel is in the PACAF AOR. The NAF/CC may authorize travel of foreign nationals in the grades of 0-6 and below, and civilian equivalents when travel is within the NAF/CC's AOR. If airlift is approved by DoD on a reimbursable basis as outlined in AFJI 24-503 (formerly AFR 76-8), the military agency acting for the requester must obtain an acceptance of liability from the traveler and forward to the appropriate NAF Validator prior to the mission. See paragraph 15 of the basic regulation for further details. U.S. Coast Guard must process non-reimbursable travel requests through Dept of Transportation to Dept of Defense for approval prior to requesting OSA support. If not approved as non-TWCF they will be required to reimburse at the appropriate rate as determined by HQ AMC.

A2.4. Staff Travel on OSA Aircraft versus AMC Channel Aircraft:

A2.4.1. Many travelers believe OSA transportation is "free." This is only partially correct, since only passengers designated on a passenger list are flown without charge to operations and maintenance (O&M) TDY accounts. If the passenger is booked through AMC and submits an AMC transportation authorization, O&M funds will be billed at AMC tariff rates.

A2.4.2. Before checking with LGT to make commercial or AMC flight arrangements, PACAF personnel should contact the PACAF/NAF Validator as appropriate to request OSA support.

A2.4.3. PACAF travelers contemplating use of AMC should only submit a request to the AMC passenger reservation counters if it is determined OSA is not available. PACAF TDY travelers who have not been confirmed on an OSA mission can check for availability of seats on an existing OSA mission by contacting the OSA flight scheduler no later than 1100 local the day prior to their scheduled AMC flight. Cancel earlier reservations made with AMC as soon as OSA seats are confirmed. OSA aircraft support will not be used as a backup for other travel requirements, unless directed by HQ PACAF/CC, NAF/CC or HQ PACAF/DO.

A2.4.4. If PACAF dedicated passengers are known to be erroneously manifested as AMC passengers (incurring the AMC tariff), the organization/traveler having knowledge of the fact should at once

notify the appropriate accounting and finance office, in writing, as to the time, date, and location of the incident so appropriate annotation can be made on the TDY orders. Upon receipt of the charges, the accounting and finance office will dispute the billing by preparing AF Form 1543, Advice of Rejection – AMC TWCF-T.

A2.5. Request for OSA Support (PACAF Form 292):

A2.5.1. All PACAF agencies or personnel requesting airlift will submit a PACAF Form 292, Operational Support Airlift (OSA) Request to the appropriate Validator listed in [Table A2.1](#) below. A locally approved substitute form, message, or letter equivalent may be used but will include all information contained on a PACAF Form 292. Non-PACAF agencies and dual-hatted Air Force personnel traveling on joint business should forward their requests to CINCPAC/J43, DSN 477-1502.

A2.5.2. PACAF Form 292 or message requests will include the following information:

A2.5.2.1. Travel Priority. State priority of requested airlift as defined in DoDD 4500.43.

A2.5.2.2. Purpose of Travel/Remarks. State purpose of travel and provide specific justification for use of MilAir over commercial transportation. In addition, state whether AMC transportation is/is not available and any special requirements or pertinent information that may apply. For non-DoD and foreign national passengers, provide specific source of DoD travel authority and state if an acceptance of liability certificate has been signed.

A2.5.2.3. Desired Itinerary. Provide desired dates and times of pickup and/or arrival for each destination. If request is supported, flying unit schedulers will coordinate final dates and times as required.

A2.5.2.4. Passenger List. Provide name, grade, social security number, organization, and body weight (C-12/C-21 only) of each passenger. (Note: If request is to move cargo, on a separate sheet - identify cargo, cargo weight and cube by piece, and total number of pieces. State AFJMAN 24-204 restrictions, if any and provide cargo manifests as attachments.

A2.5.2.5. Points of Contact. Provide name, grade, organization/office symbol, station, and on/off-duty phone numbers of the person at each pickup point who can receive flight information and inform/advise passengers or cargo consignees of changes or delays.

A2.5.2.6. Commercial Transportation Cost. Provide commercial air and ground transportation costs associated with each leg of the desired itinerary for the number of personnel traveling. Aggregate the costs to come up with the total cost of commercial transportation. (Note: Cost estimate is only required for priority 3 C-12/C-21 travel.)

A2.5.2.7. Baggage Weight. Passenger baggage weight is limited to 30 lbs maximum. If mission essential excess baggage is required (above 30 lbs max), provide quantity and justification. Second OSA aircraft for baggage will not be utilized.

A2.5.2.8. Signature of Senior Traveling Official. Request must be signed by the senior ranking official traveling to certify that DoD travel policies have been met. No others can sign in their place.

A2.5.2.9. Signature of Travel Authorizing Official. Only required for Senior officials (O-7 and above or civilian equivalents).

Table A2.1. PACAF Form 292 Submission Guidelines and OSA Validators.

PACAF Personnel (0-6 and below or civilian equivalents)					
Travel Location	Type Aircraft	OSA Validator			Submit Request*
Korea & Japan	C-12 (Osan)	607 CPS/DOXA	DSN 784-8792	FAX 784-7208	NET 30 days NLT 8 days
		55 ALF/DOS	DSN 784-5316	FAX 784-5422	
Alaska		611 OSF/OSR	DSN 552-1912	FAX 552-3978	
Japan & Others	C-21 (Yokota)	605 ASUS/LGT	DSN 225-4561	FAX 225-9678	NET 15 days NLT 1000 hrs the day prior
Vicinity of Yokota AB, Japan	UH-1 (Yokota)	605 ASUS/LGT	DSN 225-4561	FAX 225-9678	
CONUS (DV Travel)	C-12/C-21	PACAF AMOCC	DSN 449-4815	FAX 449-4830	
Others (DV Travel)	C-135 (Hickam)	PACAF AMOCC	DSN 449-4814	FAX 449-4830	NLT 14 days
Senior PACAF Officials (0-7 and above or civilian equivalents)					
Travel Location	Type Aircraft	OSA Validator			Submit Request*
All	All	PACAF AMOCC	DSN 449-4815	FAX 449-4830	NET 30 days NLT 14 days
*Priority 1 requests may be submitted any time, and may preempt other missions.					
NOTES: <ol style="list-style-type: none"> 1. Requests involving diplomatic overflight/landing clearances should be submitted as early as possible within the guidelines of the Foreign Clearance Guide (FCG) and the above submission timelines, whichever is earlier. 3. Additional seats (PAX adds) for dedicated passengers on existing missions will be requested in accordance with the standard request procedures above, and may be submitted to the NAF until three hours prior to departure. 4. Requests for/by general officers to pilot the aircraft in conjunction with travel will be approved by the PACAF/DO and will be IAW AFI 11-401 and MCI 11-2(MDS). 5. Spouse and Foreign National travel must be authorized IAW AFI 24-101, DoDD 4500.56 and DoD 4515.13R prior to requesting OSA support. 6. Transportation requirements recorded on PACAF Form 292, or message equivalent, serve as official authorization to travel from the requesting office. These forms will be maintained for audit purposes for a period of two years. 7. Late submissions for routine OSA support may be pre-empted by equal or higher priority requests. The later the submission, the less likelihood of support. 					

Attachment 3

C-12/C-21 AIRLIFT OPERATIONS PROCEDURES

A3.1. Unit Passenger Processing/Manifesting Procedures:

A3.1.1. Concept of Operations. DV passenger will be processed planeside by PACAF security police in accordance with current inspection, customs, and immigration requirements. Other dedicated passengers will be processed at the locations noted below. Space available passengers will be processed at the appropriate passenger terminals. Aircraft Commanders can make alternate arrangements for passenger check in locations.

A3.1.2. Dedicated Passenger Lists/Passenger Manifest. After being notified that a request is being supported, the requesting unit is responsible for preparation of dedicated passenger manifests. Fax, Email or handcarry the Passenger Manifest to the unit NLT 1200 on the duty day prior to day of flight. Local procedures for handling space available passenger manifests may be developed in conjunction with AMC terminal personnel, and should be specified by supplement.

A3.1.3. Release of excess seats to AMC. Release space available seats to the maximum extent possible. The aircraft commander will release seats not dedicated to PACAF passengers. Exception: Aircraft commander will not release seats when carrying HQ PACAF/CV/DO, NAF/CC, DV-3 or higher unless approved by the DV. The NAF Validator or unit will clear seat release with the DV and pass information to appropriate AMC personnel. Space available passengers will be manifested through passenger terminals. In instances where there are changes to the original NAF-validated passenger list or the local base protocol requests adding another protocol-handled passenger to the aircraft and there is insufficient time to gain proper NAF validation and/or to have the individual process through the passenger terminal, the aircraft commander may manifest the person(s) into aircraft seat(s) that were released to the terminal, but not filled. In no case will the aircraft commander turn away a passenger provided by the AMC terminal after a seat has been released to and filled by the terminal. **Ensure a responsible agency has a copy of the updated passenger manifest and crew list. Inform a responsible agency of the correct people on board prior to departure.**

A3.1.4. Anti-Hijack Screening:

A3.1.4.1. All dedicated passengers scheduled for airlift are certified for anti-hijack screening in accordance with AFI 13-207 and AMCI 24-101. The aircraft commander will certify compliance with the anti-hijack program by signing the manifest below the anti-hijack screening statement.

A3.1.4.2. For other passengers filling seats offered to AMC, normal AMC procedures apply.

A3.1.4.3. In all cases, the aircraft commander is responsible to ensure any changes to the passenger manifest or crew list are left with a responsible agency prior to departure.

A3.1.5. Dedicated Passenger Check-in/Processing:

A3.1.5.1. DV passengers will be processed planeside in all cases within 30 minutes from the scheduled departure time.

A3.1.5.2. All non-DV passengers will report at the indicated time/date to designated locations as noted in **Table A3.1.** or at a prearranged location by the unit or aircraft commander. Standard check-in time will be one hour prior to departure time.

A3.1.5.3. Aircrews will identify passengers using the manifest and/or dedicated passenger list.

A3.1.5.4. Non-DV dedicated passengers will carry their own baggage and accompany the aircrew to the aircraft.

A3.1.6. Border Clearance/Customs Processing of Dedicated Passengers:

A3.1.6.1. At Kadena/Yokota/Osan AB, the security police will process dedicated passengers at the required processing time at the aircraft (or in case of inclement weather, at a prearranged indoor location).

A3.1.6.2. At en route stations, aircrews will advise the security police of the required processing time at the aircraft (or in case of inclement weather, at a prearranged indoor location).

A3.1.6.3. Aircrews should request security police/customs processing on flight plans for destinations at which convenient notification to the security police cannot be made to assure inbound/outbound processing before departure/after arrival.

A3.1.6.4. The security police will be given required documentation and an anti-hijack certified manifest for delivery/forwarding to passenger service at AMC locations or specified responsible agency.

A3.1.6.5. For inbound processing of non-dedicated passengers, the aircrews will inform the AMC terminal via command post/dispatch radio of aircraft block time and passengers to be picked up/met.

A3.1.7. Baggage Handling. In most cases, there will be no passenger processing at the AMC terminal. The exceptions are when aircraft cabin load may be exceeded; aircrews may request all passengers on a sortie to weigh their baggage in the AMC terminal. Passengers will be notified of the requirement to weigh baggage as early as possible. Passengers not complying with such a request will not be airlifted until baggage is weighed. Where loads exceed limits, passengers will reduce their baggage loads. In no situation will a second aircraft be made available to transport excess baggage.

A3.1.8. Requirement for Travel Authorization. DoD 4515.13R, Chap 2, para A.1, requires appropriate travel authorizations. The travel authorization for dedicated passengers is the dedicated passenger list. Passengers will not be required to turn over additional TDY orders to AMC or aircrews unless they are added en route.

A3.1.9. Dependent Travel. Travel of dependents, accompanied or unaccompanied, in conjunction with ordinary leave or environmental moral leave travel will be governed by appropriate regulations.

A3.2. Reporting Procedures for C-12/C-21 Travel of Dedicated Passengers

A3.2.1. It is the traveler's responsibility to obtain the reporting time and passenger assembly point from the appropriate unit or NAF Validator. Non-DV travelers must arrive at the passenger assembly point one hour prior to scheduled departure time. Requesting offices will advise all passengers of requirements and flight information received from NAF Validators.

A3.2.2. DVs will be processed planeside and should go directly to the aircraft within 30 minutes prior to departure time. All other passengers should meet the aircrew at the time(s) and location(s) listed below or where prearranged. Attempt to limit individual baggage to 1 medium bag or 30 lbs total (submit excess baggage request to NAF Validators). The AMC passenger terminal is not involved in

OSA dedicated passenger processing and non-DV passengers must bring their own baggage to/from the aircraft and prearrange for their own ground transportation to/from the aircraft.

A3.2.3. The aircraft commander is the clearing authority for all passengers and baggage. He/she may request an inspection of baggage contents and deny the placing of baggage onboard the aircraft.

A3.2.4. Advise NAF Validator or unit of any mission/passenger changes and cancellations as soon as known. Passenger changes can be accepted up to 1300L the day prior to flight by contacting NAF Validator or unit scheduler at numbers listed below. After normal duty hours, contact NAF Validator via NAF Command Center.

A3.2.5. Normal passenger assembly points are listed below. Contact appropriate NAF Validator or unit for further information.

Table A3.1. Passenger Assembly Points by Base.

Yokota C-21 605 ASUS/LGT (DSN 225-4561) 459 AS/DOS (DSN 225-4210) Command Center (DSN 223-6123)		Osan C-12 607 CPS/DOXA (DSN 784-8792) 55 ALF/DOS (DSN 784-5316) Command Center (DSN 784-7000)
Base	Aircraft Type	Assembly Point
Yokota	C-12	Base Operations (Upstairs in Bldg 703)
	C-21	Hangar 13 (Planeside)
Kadena	C-12/C-21	Waiting Area or Planeside
Misawa	C-12/C-21	USAF Base Operations (Bldg 988) or AMC Terminal or Planeside
Iwakuni	C-12/C-21	Passenger Terminal
Fukuoka	C-12/C-21	Front of AMC Terminal
Osan	C-12	Contact 55 ALF Unit (784-5316) or 7 AF Validator (784-8792)
	C-21	Base Operations (Bldg 882)
Kunsan	C-12/C-21	Base Operations (Bldg 2858) or Planeside
Taegu	C-12/C-21	Transient Alert Bldg or Planeside
K-16 (Seoul AB)	C-12/C-21	Army Flight Ops Bldg
Kwang Ju	C-12/C-21	Front of USAF Transient Alert Hangar or Base of Control Tower or Planeside
Kimhae	C-12/C-21	AMC Terminal or Planeside
Elmendorf C-12 611 OSF/OSR (DSN 552-1912) or 517 AS/DOS (DSN 551-3095) Command Center (DSN 552-6222)		
Base	Aircraft Type	Assembly Point
Elmendorf	C-12	AMC Terminal
Eielson	C-12	AMC Terminal
King Salmon	C-12	Base Operations
Galena	C-12	Base Operations
Other Alaska Locations	C-12	Planeside

Attachment 4**SAMPLE FORMAT, SUPPORT AIRCRAFT UTILIZATION REPORT****RCS: PAF-DOT(M)9707**

* Purpose of this report is to manage aircraft utilization, justify aircraft assignment, and ensure information is available for executive review audits per DoD 4500.43. OSA units will complete this report IAW each NAF Validator. Suggested format and information is provided below .

SUBJ: C-12 (or C-21/UH-1N as appropriate) MONTHLY UTILIZATION REPORT

1. MONTH

2. INVENTORY

3. PROGRAMMED HOURS

4. ACTUAL HOURS FLOWN (BY MONTH/QUARTER/YEAR)

A. SUPPORT HOURS

B. TRAINING HOURS

C. POSITIONING/DEPOSITIONING/SORTIES

5. PAX BY PRIORITY

1 2 3 TOTAL

A. TOTAL PAX REQUESTED REC'D (NOTES 1 AND 2)

B. TOTAL PAX REQUESTS NONSUPPORTED

C. DVS MOVED (BG AND ABOVE)

D. SPACE AVAILABLE SEATS RELEASED/PAX MOVED

E. TOTAL PAX MOVED

6. NUMBER OF CARGO REQUESTS

7. POUNDS OF CARGO MOVED

NOTES:

1. PUJC ASSIGNED TO A MISSION WILL APPLY TO POSITIONING LEGS AS WELL AS TO LEGS ON WHICH PASSENGER/CARGO MOVEMENT OCCURS.
2. PAX REQUESTS REFER TO PACAF FM 292 OR EQUIVALENT AND NOT TO INDIVIDUAL PAX NUMBERS.